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*To be hand carried*

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CIA Records Administration Officer

10 November 1964

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Records Analyst

USIS Records Center

**OBJECTIVE**

To establish a central records facility in the new Federal Records Center at Suitland, Maryland for storing inactive intelligence products and related documents of concerned USIS Community Agencies.

**ASSUMPTIONS**

1. That the physical security of the facility will be approved by the Agencies concerned.
2. That staffing and personnel security requirements will be approved by the participating agencies.

**Facts**

1. Agencies of the USIS Community have agreed in principle with the provisions of COMIB-3-75, 30 January 1961, concerning interagency use of record copies of intelligence products. It was the intention of this agreement to control growth of reference collections by destroying inactive material received from other Agencies, and to rely on the Agency of record for future reference needs.
2. Within the USIS Community copies of intelligence products are held in scattered locations such as offices, libraries, agency records centers, the Federal Records Center and the National Archives.
3. Reference service to scattered collections is often cumbersome and time consuming.
4. Some persons responsible for administering and servicing reference collections are reluctant to destroy another agency's material because they doubt that agency can produce needed records. The same persons are critical of the time involved in getting reference service.
5. The concerned Records Officers of the USIS Community agree that a centralized records storage facility should be established in the new Federal Records Center at Suitland, Maryland. Officials of the

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National Archives and Records Service have provided for the space and physical security arrangements required by these agencies.

### Discussion

1. The Federal Government has established a precedent for the utility of specialized records facilities. The National Archives and Records Service, GSA, built and operates the Civilian Personnel and the Military Personnel Records Centers in St. Louis, Missouri. These centers presently store and service more than 2,500,000 cubic feet of records.

2. The Federal Records Center in Alexandria, Virginia now stores and services more than 50,000 cubic feet of intelligence records of the Defense Intelligence Agency (which includes OMI, ACISI and AFICIN) and the Department of State. These records could serve as a nucleus for the proposed USIB Center.

3. To increase the effectiveness of the program envisioned in COMIB-D-75, the custodians of intelligence reference collections need more assurance that other agency products will be available when needed and within the shortest time possible. A central records facility for the USIB Community would store record copies and/or distribution copies of intelligence products and related records of all concerned agencies. A principal mission of this facility would be to secure and maintain on a continuing basis complete sets of intelligence products and thus supply the needed assurance of availability. Also, a central records facility would expedite reference service since there would be only one point of call, and courier service could be provided on a priority or a routine basis. Priority delivery could be made within an hour or two and the routine within a working day.

### Conclusion

1. The control of growth as well as content of intelligence reference collections within the USIB Community is a continuing problem recently alluded to in the Stage 1 Report of the Staff for the Community Information Processing Study (SCIPS). That report estimated that . . . there are 220 million unit records in the central reference files of the Community . . . and that the present new growth of these files is at the rate of 30 million unit records per year . . . A central records facility for the USIB Community could contribute to the control of this growth by storing and servicing the intelligence products of the Community and thus permit destruction of inactive copies held in various reference collections. The Community would also benefit in terms of content control by knowing what records would be available. Also, the Community could be assured of preservation of their intelligence archives.

2. The actions proposed in this paper relate to the mission of the Committee on Documentation, USIB (COMIB) in respect to promoting optimal use of information of intelligence value, and in respect to their responsibility for monitoring interagency agreements concerning such matters.

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Action Recommended

1. That the Records Officers concerned formally concur in the objective of this paper as stated above.
2. That this proposal be coordinated with COMUS for the purpose of informing the USIB Community.

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Concurrences:

STAT

Chief, Records Administration Staff 10 Nov 1964  
Title Date

/s/ Donald J. Simon  
 Department of State

Chief, Div. of Records Mgmt. 13 Nov 1964  
Title Date

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Robert D. Rice, Chief  
 Records Management Group  
 DIASA-5 12 Nov 1964  
Title Date

Defense Intelligence Agency

See attached memorandum  
 Atomic Energy Commission

Title Date

See paragraph 3 of transmittal memorandum

National Security Agency

Title Date

See paragraph 4 of transmittal memorandum  
 Federal Bureau of Investigation

Title Date

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(9 Nov '64)

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